

SECRET

18 OCT 1967

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 13 October 1967

1. Conversion of Summer Employees to Staff Status: As a result of a memorandum from the Acting Director of Security discussing the desirability of pre-employment checks concerning the conversion of summer employees to full-staff status, the Director of Personnel has instituted a procedure requiring that the Deputy Director of Personnel or the Executive Officer, Office of Personnel consult with the sponsor-parent prior to such conversion. As of today, we have only two interviews which have not been completed. In all other cases (approximately 15), we have consulted with the parent and established that no apparent problem exists. We have assured the parents that, if any problem should arise, we will be in further consultation with them.



Responses to the [redacted] advertisement stands at 3,144 letters as of this date. Of this group, 671 have appeared to be near enough to the target to merit follow-up action. Formal applications, complete with recruiter recommendation and testing dates, are now flowing in.

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As of this date, 32 such completed cases have been forwarded to the [REDACTED] for action.

3. Cooperative Education Program: Mr. [REDACTED] has just returned from the Cooperative Education Conference at the University of Missouri at Rolla. At the meeting Mr. [REDACTED] met with the head of each Engineering Department, Computer Sciences Department, Physics Department, Mathematics Department as well as meeting with the Chancellor of the University. The five Missouri students in this program are speaking very well of us on the campus.

In discussions with industrial representatives at the Conference, Mr. [REDACTED] was led to believe that our program, with the exception of salary in some instances, is equal or better to programs offered by industry.

This week Mr. [REDACTED] will visit the Rochester Institute of Technology with Technical Services Division and National Photographic Interpretation Center representatives for talks and interviews.

4. Qualification Coding: Of the [REDACTED] Forms 444j, "Qualifications Supplement to the Personal History Statement", that have been forwarded to employees for completion, approximately [REDACTED] or 91.7%, have been returned. [REDACTED] responses have been coded to date. Substantially all of the overseas service information received on Forms 444j has been processed.

5. Awards Display: A display of material from the Annual Awards Ceremony and of other types of awards was set up in the Headquarters Building on 3 October 1967.

6. Combined Federal Campaign: As of 13 October 1967, we reached 69.19% of the Agency's goal in the Combined Federal Campaign. This represents pledges and contributions of \$134,927.34 and the total is still rising.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

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